



MOORE COUNTY GOVERNMENT



Position Vacancy Announcement

ADMINISTRATIVE SECRETARY

Juvenile Crime Prevention Council

This Position is Part Time with NO Benefits

Approximately 12 Hours Per Month

Vacancy Number

16-1086

Hiring Range

\$12.87 hr. to \$14.54 hr.

Opening Date

August 19, 2016

Closing Date

Open Until Filled

Submit your completed

County of Moore

Application To:

Moore County

Human Resources

P.O. Box 905

Carthage, NC 28327

Phone: (910) 947-6362

Fax: (910) 947-2792

www.moorecountync.gov

Resumes are optional.

Incomplete, unsigned, or any application other than a County of Moore application will not be forwarded to the hiring authority.

Applications received after the closeout date/time indicated will not be eligible for consideration.

Moore County Human Resources Office is not responsible for failure to receive faxed applications.

Please take a moment to ensure your transmission was received.

ESSENTIAL JOB DUTIES:

This position is assigned to the Juvenile Crime Prevention Council (JCPC) to provide support to the council chairperson and other council members. The primary purpose of this position is to provide a variety of clerical and secretarial tasks necessary for the effective management of the JCPC. This includes attendance at bi-monthly JCPC meetings providing clerical duties, preparation and distribution of the meeting minutes; notification of meetings, location and times. Attend all data review meetings, document discussions, tasks and results of committee meetings. Maintenance of council records and files to include attendance, minutes, committee reports, annual plan and program agreements and program agreement revisions. This position is supervised by the Chair or Vice Chair of the JCPC. This position is located in Carthage, NC.

KNOWLEDGE AND SKILL REQUIREMENTS:

- Thorough knowledge of standard office practices, procedures, equipment and office assistance techniques;
- Working knowledge of Microsoft Word, Access and Excel software;
- Skill and ability to transcribe material into correct form using proper grammar, punctuation and spelling;
- Ability to type at a proficient rate of speed;
- Ability to prepare effective correspondence on routine matters and to perform routine office management tasks independently;
- Ability to practice effective communication techniques both orally and in writing;
- Ability to analyze and interpret policy and procedural guidelines and to resolve problems and questions;
- Ability to organize work flow and coordinate activities;
- Ability to establish and maintain effective working relationships with clients, associates, social agencies and the general public.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Completion of high school or equivalent and four (4) years of progressively responsible secretarial or clerical/administrative/office management experience;
- **OR**, Associate's degree in secretarial science or business administration and (2) two years of progressively responsible secretarial or clerical/administrative/office management experience;
- **OR**, Bachelor's degree with major emphasis on coursework in business administration, public administration, or other related field.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must possess and maintain a valid North Carolina Driver's License.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities

The County of Moore is a drug-free workplace and Equal Opportunity employer.

In compliance with the Immigration Reform and Control Act of 1986, Moore County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.

All applicants tentatively selected for this position will be required to submit to a pre-employment background check, pre-employment drug test and post offer physical.

Moore County is an E-Verify Participant